

Synchronized Pre-Deployment and Operational Tracker (SPOT) Compliance Check List



PRE-DEPLOYMENT:

- ✓ Have the Contractor Company (CC) SPOT Administrators received formal training on the SPOT Enterprise Suite (SPOT-ES)?
- ✓ Did the CC enter their deployment eligible personnel into SPOT NLT than 5 days after being notified that their contract was registered in SPOT?
- ✓ Did the CC update existing employee profile data (e.g. change in name, address, POC info, etc) in SPOT NLT 5 days after a change occurs?
- ✓ Did the CC enter and validate company owned equipment? (for CENTCOM reference Clause 952.225-0022)
- ✓ If applicable, did the CC register in SPOT all armored and military vehicles operated by deployed contractors and subcontractors and any other equipment/weapons being used by private security contractors per NDAA Sec 862?
- ✓ Did the CC set the deployment travel itinerary in SPOT and finalize deploying employees details NLT 5 days after notice of the decision to deploy?
- ✓ Did the CC populate the applicable pre-eligibility requirements in SPOT, such as visa, clearance and training requirements?
- ✓ Did the CC select the proper OPERATION name being supported within SPOT?
- ✓ Did the CC request an LOA, when required, and ensure their deploying employees had a contracting officer approved SPOT generated LOA prior to deployment?

DEPLOYMENT:

- ✓ Did the CC enter in or update the In-theater Arrival Date in SPOT within 72 hours after their employee(s) arrived in theatre?
- ✓ Did the CC close out the deployment within 72 hours of a no-show, and enter replacement personnel in SPOT?
- ✓ Did the company update their employee's duty station when they moved from one permanent duty station to another within 72 hours?
- ✓ Did the CC update and maintain currency on all other pertinent deployment details in SPOT such as POC info, estimated departure date, etc, during the deployment?

RE-DEPLOYMENT:

- ✓ Did the CC set a re-deployment travel itinerary in SPOT within 30 days prior to departure?
- ✓ Did the CC request up to a 30 day extension on selected LOAs beyond the contract completion date, if required to complete demobilization? (for CENTCOM, reference Clause 952.225-0016)
- ✓ Did the CC close out their employees deployments with the proper status (e.g. active, no-shows, killed, injured) within 72 hour of their employee's re-deployment and, if applicable, release their personnel in SPOT?